

Chief, Management Staff

11 January 1957

Chief, Records Management Staff

Weekly Report - Week Ending 9 January 1957

1. Contributions

- a. Developed three promotional posters for the Suggestions Awards Program.
- b. Completed ten new and revised forms.

2. General News

- a. Met with representatives of the Office of Personnel, OTR, and DD/P for the purpose of developing a Language Record Form.
- b. The Office of Personnel is in the process of transferring a substantial volume of its' inactive personnel folders to the Records Center.

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Mgt S/RMS/ [redacted] rea (11 January 1956)

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*[Signature]* 1/14/56